

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Cook****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Orders and prepares meals for facility. Organizes kitchen and maintains cleanliness.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Prepares meals by ordering food for meals, retrieving all needed ingredients, and following standard recipes.
2	M	Sanitizes kitchen supplies by washing the dishes, pots and pans, and various kitchen equipment.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, simple processes and routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	One year experience in quality/quanity cooking.
Certifications and Other Requirements	Valid Driver's License, Health Card
Reading	Work requires the ability to read recipes, worksheets, menus, and temperature logs.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write recipes, worksheets, menus, and dishwashing logs.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Preparing food, serving on tray line
Sitting	O	Preparing food
Walking	C	Gathering food supplies
Lifting	F	Food, supplies, boxes
Carrying	F	Food, supplies, boxes
Pushing/Pulling	F	Serving carts
Reaching	F	Trays and dishes, into ovens
Handling	F	Food
Fine Dexterity	C	Preparing food, cutting, chopping, cooking
Kneeling	F	Cleaning
Crouching	O	Cleaning
Crawling	R	Cleaning, retrieve dropped items
Bending	F	Cleaning
Twisting	O	Cleaning
Climbing	O	Stairs, step stool
Balancing	O	On stairs, step stool
Vision	C	Reading, food preparation, cleaning
Hearing	C	Communicating with personnel and clients
Talking	F	Communicating with personnel and clients
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Meat slicing equipment, oven dishwasher, food processor, steamer, grills, deep fryer, freezer, refrigerator

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	--
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	D	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	N				

(1)

(2) Kitchen in juvenile detention center

PROTECTIVE EQUIPMENT REQUIRED:**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)